



2015/2016 TRENT IN
OSHAWA STUDENT
ASSOCIATION BOARD OF
DIRECTOR MEETING
MINUTES

Table of Contents

May 28th, 2015 Minutes.....	3
MINUTES: JUNE 25th, 2015.....	8
MINUTES: July 21st, 2015	12
MINUTES: August 24th, 2015.....	17
MINUTES: September 28th 2015	21
MINUTES: November 9th 2015	26
MINUTES: Tuesday December 22nd 2015.....	28
MINUTES: January 25th 2016.....	31
MINUTES: February 29th 2016.....	35
MINUTES: March 30th 2016.....	39

May 28th, 2015 Minutes

Room 110

1. Call to Order

6:12PM

2. Call for New Business

Chris: Addition of Midterm Review Discussion, Rebranding Discussion, Contract Discussion, Survey Results Discussion, and a Motion to Ratify a Director of Media Studies, Motion to Ratify a Director of Critical Thinking and Communication

Seconded: Joe

All in favour

Joe: Addition of a discussion of Updating By-Laws

Seconded: Chris

All in favour

Approval of the Agenda

First: Nick

Seconded: Chris

All in favour

Approval of the Chair

Shawn: Motion to Approve Jaclyn Hruby as the 2015/2016 Chairperson.

First: Joe

Seconded: Nick

All in favour

Declaration of Conflict of Interest

No conflict of interest

Executive Update

President (Shawn Murphy): "May has been a busy month: Focusing on the Security Issue. Oshawa Security is experiencing budget cuts and TOSA managed to secure funding from various sources to supplement the cuts. We are providing \$8000 from our Walksafe budget to support the security budget. I have also been formulating a budget. We now have a working draft budget that will be presented at the next board meeting. Nick and I attending the Whitby Mayor Gala. I have

also been focusing on connecting with M.P.P. Jennifer French to discuss the possibility of a Transparency Bill. Essentially, administrative positions are bloating themselves and creating numerous questionable positions. The idea is to address the outrageously high salaries. More money could be going towards Faculty. I met with ACL representatives to discuss cost savings. I also met with Leo Groake to discuss his priorities. My upcoming focus will be to find more partnerships.”

Vice President of Campus Life (Nick Ashmore): “I have been attending Orientation Meetings and mainly planning for the June Orientation. I have been brainstorming ideas for a September concert, which is what I campaigned on. I have an open forum planned to seek the opinions of students. I travelled to PTBO with Shawn and Chris to meet the TCSA. I received advice about concert organization. I also produced and sent out a survey to students assessing their opinions of student affairs. I have been working on the Athletics contract. I met with the Laurier Brantford Students’ Union with Shawn, Tiffany, and Chris to share best practices with another alternative campus. I have also been assisting Tiffany with the TuckShop. Upcoming for me is to overhaul the Clubs Policy with Chris and finalizing Intramurals Training.”

Vice President of University Affairs (Christopher Fernlund): “I also addressed the Security Issue on campus by connecting with Louise Fish, the Director of Risk Management. I travelled to PTBO with Shawn and Nick to meet with Steven Pillar, Vice President of Finance and Administration, and the elected representatives from the TCSA. I attended OUSA’s Transitional Conference. I managed to win the election for the Vice President of Finance for OUSA. I have been meeting regularly with Shawn and Nick for Executive Meetings. I met with New Paramount Studios to discuss the possibility of switching photography services. I met with Chris Nelan to discuss our newly formed budget. I met with Justin Fisher to discuss the survey results. I have been handling OUSA budgetary stuff as well. I have been crafting Board Training. I have also been going through the By-Laws to assess what changes need to be made before the first AGM. Finally, the Operating Policy has been consuming the majority of my time.”

Information/Discussion:

Budget - (Shawn): “Crafting a budget. Planning for enrollment increases and looking at our current investments. I have been exploring options for campus expansion. The VPUA has a budget line now. Mainly, I have been ensuring everything is going to be operating smoothly. I will present the budget at the next board meeting.”

Nick: "We are focusing on where we actually need money."

Shawn: "We are also adding money for an increase in Tiffany's salary."

Joe: "Suggestion: Create buffer room for what we are anticipating."

Shawn: "We are pretty balanced: \$60,000 or \$70,000."

Standing Committees - (Chris): Definition of Standing Committees Provided.

"We have a number of committees you can join. Think about which ones interest you. We expect Finance and Organizational Review to be the most intensive."

Vision - (Chris): "I would like to see more Board involvement with TOSA's vision, e.g., future direction. What do you think should happen?"

Joe: "I agree, we need to do more visioning with the Board."

Midterm Review - (Shawn): "Last year there was contention with the executives. A lot of revisions to accountability. We need to set standards. I am thinking at the six month mark, the Board could review us, we could review Tiffany and Tiffany could review us."

Rebranding - (Shawn): Move to Approve a Closed Session. Seconded: Chris. All in favour.

Shawn: Move to end closed session. Nick seconded. All in favour.

Contracts - (Shawn): "We created a contract for Tiffany. Unfortunately, a contract wasn't created for her last year. The beginning of June we will have the first draft of a contract. Tiffany is highly qualified and possesses an HR degree. The contract details are to include: \$14.75 an hour. Three-year contract. Can't fire her for three years and she is an investment. Tiffany was apart of the negotiations."

Survey Results (Nick): Results of the survey provided.

Shawn: Motion to depart the meeting. Seconded: Laura. All in favour.

Updating By-Laws (Joe): "We should reevaluate our Amendment Review process. Currently, all By-Laws have to be finished before September 30th."

Approvals - (Jaclyn): "To: Board of Directors. From: Vice President of University Affairs. Date: May, 28th, 2015. Re: Motion to Approve the Director of Education Board Position. Be it resolved that: The Board of Directors approve the Director of Education Board Position. Whereas: The inclusion of the Director of Education provides appropriate representation for Trent University Durham students undertaking the Teacher Education Stream. Whereas: The approval of the Director of Education Board Position permits presentation of the position to students at the AGM for official ratification."

Move to Discuss - First: Chris, Seconded: Nick. All in favour.

Chris: "As the motion states, we need to provide representation as it is technically a program."

Marilyn: "There are a lot of students in this program."

Chris: "The Director position will be a non-voting Board Member until ratification at the AGM."

Joe: "Do students take teaching courses?"

Alyssa: "Yes"

Emily: "You can't get into it if you are transferring."

Chris: Move to Approve: Seconded: Joe. All in favour.

Jaelyn: "To: Board of Directors. From: Vice President of University Affairs.

Date: May, 28th, 2015. Re: Motion to Approve the Director of Media Studies. Be it resolved that: The Board of Directors approve the Director of Media Studies. Whereas: The inclusion of the Director of Media Studies provides appropriate representation for Trent University Durham students undertaking this newly introduced degree option. Whereas: The approval of the Director of Media Studies Board Position permits presentation of the position to students at the AGM for official ratification."

Move to discuss: Chris, Seconded: Nick. All in favour.

Joe: "Do we have numbers?"

Chris: "Yes"

Move to approve: Joe. Seconded: Nick. All in favour.

Jaelyn: "To: Board of Directors. From: Vice President of University Affairs.

Date: May, 28th, 2015. Re: Motion to Approve the Director of Critical Thinking and Communications. Be it resolved that: The Board of Directors approve the Director of Critical Thinking and Communications. Whereas: The inclusion of the Director of Critical Thinking and Communication provides appropriate representation for Trent University Durham students undertaking this newly introduced degree option. Whereas: The approval of the Director of Critical Thinking and Communication Board Position permits presentation of the position to students at the AGM for official ratification."

Chris: "Move to amend the current motion to change to Communications and Critical Thinking vs. Critical Thinking and Communications."

Move to approve amended motion: Joe. Seconded: Nick. All in favour

Financial Update - (Chris): "As Shawn mentioned, we will present the first draft at the next board meeting."

Upcoming Dates - (Chris): "For June Board Meeting, I will acquire everyone's schedule, assess the academic calendar and send out a doodle to determine the best date/time."

Joe: "I suggest that board meetings occur after 5PM."

Meeting Adjourned: 7:45PM

MINUTES: JUNE 25th, 2015

Board of Directors Meeting (Room 110)

PROCEDURAL ITEMS:

Call to Order: 5:27PM

Present: Shawn Murphy, Chris Fernlund, Nicholas Ashmore, Alyssa Gionest, Emily Read, Jaclyn Hruby, Joseph Cassidy, Kayla Chappa, Marilyn Menezes

Absent: Laura Shaw, Morgan Ferry

Chair: Jaclyn Hruby

Approval of the Minutes: Move to Approve: Chris Fernlund, Seconded: Shawn Murphy, All in favour

Call for New Business: N/A

Approval of the Agenda: Move to Approve: Shawn Murphy, Seconded: Chris Fernlund, All in favour

Declaration of Conflict of Interest: No conflict declared

Executive Updates:

President - Shawn Murphy

- Concert - locating sponsorships, services, audio technicalities, advertising, etc
- June orientation planning
- Meeting with MPP Jennifer French regarding administrative bloating
- Guest blog for OUSA about environmental initiatives
- Building relations with UOIT/DC SA.
- Election strategy for federal election in October
- Logistics for name change: TOSA to TDSA
- Terminating contracts with companies that we no longer use and still getting billed for
- Convocation meeting, potential to move it to Oshawa (Nick also attended)

Alyssa: Point of Information - She explained what she has heard regarding convocation. Students could attend with their degree to Peterborough convocation or attend Durham graduation.

Vice President of Campus Life - Nick Ashmore

- Concert - negotiating contract
- Sept 8th concert date set
- Native Other is opening
- Insurance logistics with risk management department
- Attempting to reach the City regarding the contract, still no response. Planning on going in person
- Migrated website content
- mytdsa.ca is the new website
- Planned the June BBQ
- Changing names on all social media accounts
- Marketing strategies with the university
- June orientation planning
- Class of 2019 facebook group, monitoring and answering questions
- Teambuilding event

Vice President of University Affairs - Chris Fernlund

- Operating Policy research, review, and writing
- Operating Policy consultation with Chris Nelan
- Bill 184 review
- Met with Yvan Baker (M.P.P. of Etobicoke) to discuss student surveys, guidance counsellors, and other PSE issues
- Fulfilling role as Vice President of Finance for OUSA - Formulating a budgetary presentation for Stratcon, researching investment options for the surplus
- Created a communication strategy for TDSA - Reaching out and connecting to students
- Website Update
- Attended Sexual Violence Policy Committee Meeting in PTB
- Reviewed Clubs policy with Nick

Discussions:

1. Budget: Shawn Murphy discussed the format, structure, and projection for the interim budget.

2. Standing Committees: Chris Fernlund discussed Standing Committee placements. The decision was to send the position placement via email.

3. General Student Outreach: Chris Fernlund discussed how we could further engage the student body. The idea is to create student positions for the Standing Committees. The decision is to create positions labeled 'Committee Member' for each committee.

4. Contract: Shawn Murphy discussed the contract for Tiffany Tuttle, the Administrative Coordinator, the contract for New Paramount Studios and the contract for concert sponsorships. Nick Ashmore discussed the concert contract and the contract with the City of Oshawa.

5. Executive Priorities: Shawn Murphy, Nick Ashmore, and Chris Fernlund discussed their priorities for the year.

- Shawn: Reshaping the organization, budget transparency, providing services to students

- Nick: Ensuring students know what events are happening and what the clubs are doing. Ensuring students are attending on campus activities. Improving the event attendance on campus. Supporting the clubs, meeting more frequently with the executives so they are aware of responsibilities. Pushing athletics. Essentially, making sure students get something out of what they pay for.

- Chris: Organizational Reform via policy and bylaw revision. Ensuring we are held accountable and acting in a transparent manner. Changing the process of elections, student outreach, advocacy, campaigns, and continuing to contribute to the province as a whole through involvement with OUSA.

6. Tuition Framework Gauge: Chris Fernlund briefly discussed the funding formula and committed to providing more information at the next meeting.

7. Upcoming dates: Nick Ashmore discussed upcoming dates - Additional TDSA BBQ, Concert in September, Rubber Ducky Race, Video Game Event.

8. General Discussion: Chris Fernlund discussed the executive log. The decision is to convert the daily executive log into a weekly log highlighting what we plan to do and what is accomplished. Chris Fernlund also discussed board team building options. Joe Cassidy would like to see more team building activities.

Decisions:

1. Operating Policy Update Approval Motion: Chris Fernlund moved to discuss the Operating Policy motion, seconded by Joe Cassidy, All in favour. Chris Fernlund highlighted the major changes and additions. Chris Fernlund moved to amend Policy # 4.4 concerning Banked Time. The amended motion would change the

language permitting approval and use of banked hours in excess of 5 hours per week to 20%.

Seconded by Shawn Murpy, all in favour.

Amendment approved.

Chris Fernlund moved to amend Policy # 5.16 pertaining to Executive Transitional Training. The amendment would alter the amount of hours for executive training. The hours would change from ten to fifteen.

Seconded by Emily Read, all in favour.

Amendment approved.

Chris Fernlund moved to amend Policy # 7 pertaining to Payment Methods. The amendment would involve removing the line that states "The employee shall submit a credit card expense report and indicate the reason for the expense."

Seconded by Nick Ashmore, all in favour. Amendment approved. Chris Fernlund moved to amend Policy # 8.1 pertaining to Vacant Board Member Appointments. The amendment would involve removing the last sentence that states "An external advisor is defined as any member of the corporation that is not currently a board member. The administrative coordinator is recommended as an appropriate external advisor."

Seconded by Marilyn Menezes, all in favour.

Amendment approved.

Chris Fernlund moved to approve the Operating Policy.

Seconded by Shawn Murphy, all in favour.

Operating Policy approved.

2. Approval of an Advocacy & Campaigns Standing Committee: Chris Fernlund moved to discuss the details of an Advocacy and Campaigns Committee.

Seconded by Joe Cassidy, all in favour.

The purpose of the committee would be to assist the executives with on campus campaigns and any advocacy efforts. Moved to approve by Chris Fernlund.

Seconded by Shawn Murphy, all in favour.

De facto Advocacy & Campaigns Standing Committee approved.

Meeting Adjourned: 7:32PM

MINUTES: July 21st, 2015

Board of Directors Meeting (Room 110)

PROCEDURAL ITEMS:

Call to Order: 5:04PM

Present: Shawn Murphy, Chris Fernlund, Nick Ashmore, Emily Read, Marilyn Menezes, Kayla

Chappa, Jaclyn Hruby

Absent: Laura Shaw, Morgan Ferry, Joseph Cassidy, Alyssa Gionest

Call for New Business: Nick discussing Joe's new business. Adding English director under director engagement.

Approval of the Minutes: Minutes will be accessible online. Move to Approve: Chris Fernlund,

Seconded: Shawn Murphy. All in favour

Approval of the Agenda: Move to Approve: Chris Fernlund, Seconded: Emily Read. All in favour

Declaration of Conflict of Interest: N/A

Executive Updates

Shawn

- final budget revisions
- finalizing concert
- sponsorships around city
- NDP meeting coming up, upcoming proposal for engagement.
- special appeals committees
- sensitivity training for accessibility services
- visited UNB student union while on vacation
- assisted nick in designing and hanging up posters for concert around campus

Nick

- concert
- designed posters with shawn and chris nelan

- printed posters and displayed them around campus
- ordered tickets
- began selling and marketing ticket sales
- video announcements, etc.
- updated website
- found new club executives
- de-ratified clubs
- clubs policy with Chris F
- in orientation and programming meetings, discussing September orientation
- cleaning the storage areas of TDSA decorations and props, etc.
- received response from the civic. Justin Fisher is working with civic to make them

understand that they need to deal directly with us to avoid additional confusion

- will begin training clubs in August
- figuring out sound stuff for the concert

Chris

- investment strategy for OUSA
- working on budget for OUSA
- focusing on TDSA bi-laws, saving for next meeting or Sept meeting
- operations coordinator job description
- extend hours for financial aid on campus
- had meeting with DRT at regional council meeting. Getting TV screen on campus to display bus and train updates for common routes used by students
- new bus to get to TTC subway
- attended strategic conference for OUSA, in Collingwood
- had meeting to discuss services on campus
- attended lunch with program director for childhood development with Ryerson
- focused on election policy to have complete by next board meeting
- bi-law team updates
- meeting with Christine Elliott, hoping to have more funding on campus and also access to resources regarding healthy eating and exercise
- ministry of training/colleges and universities meeting coming up

Discussions and Decisions:

A) Budget (Shawn)

-discussion about new job positions. New line for Tiffany's position. Explains the range of pay. Giving Tiffany more responsibilities, wage increase to \$17.00/HR. in

order to budget this, made budget cuts to the external services line (lawyer services?/accounting) Also cut funds from print materials budget line/advertising. -nick discusses the concert budget. Additional money for concert is going to come from potential sponsorship and ticket sales. As well as additional money from the university which is coming from the orientation budget.

B) New Position Postings (Shawn)

-Monday will be the posting day for new job postings, which will include the executive assistant at 10 hours per week.(similar to office assistant) as well as the intramurals assistant(5 hrs/week). This position will be used to both market and set up intramurals. Will also be hiring one tuck shop assistant (12 hours a week) The following week will begin doing interviews for two weeks. Hired and training will occur before orientation. As well we will be looking for a first year director.

C) Club executives (Nick)

-De-ratified three clubs recently. Have the budget available for 16 clubs. Several clubs need more executives. Only four original clubs remaining from the opening of this campus.

D) Employee Responsibilities (Chris F)

-discusses the reasoning behind the change in tiffany's title/job description/responsibilities. Will assist in the turnover of new executives year after year to provide guidance and advice. Reports to president.

E) Director Engagement (Joe Cassidy) Nick speaks on behalf of Joe

-New course being offered for English in the fall. Producing Punk.
-Possibility of BOD to go into first year classrooms and introduce themselves.

F) Upcoming Dates (Nick)

-Concert is on September 8th 2015
-Proposed for next Tuesday evening to have a BOD teambuilding event, gaming night.

G) Next board meeting (Chris F)

- In the future we would like to set the upcoming board meeting at the current board meeting. However there were several people away from this meeting, and we will use the doodle, please fill the doodle as soon as you receive the link. The campus is shortening their hours, and only Thursday evenings would be available for us to have our on campus meetings, as every other night the campus will close at 4:30PM

H) General Discussion (All)

-large bulletin board outside the office will eventually be updated so that all students, especially first years will be more aware of what the members of the board and the TDSA do.

-chris: a student did express concern regarding the accessibility services/counselling. This student brought fourth that it may be a conflict of interest when a student requires counselling due to accessibility disabilities, and there should be two positions available on campus. Unsure if this issue would ever occur.

Decisions

A) Approval of the budget (Shawn)

-move to approve: Kayla Chappa

-seconded: Shawn Murphy

-all in favour

B) Approval of the Clubs Policy (Nick)

-move to discuss (Nick)

-a lot of the wording has changed. The SCC has changed. In the past, every month, club execs, board members and VPCL decides who receives additional funding, a lot of people spoke to nick during the election that it is a conflict of interest to other clubs, system is not stable. Nick has suggested that the new policy, where clubs can go to the board with requests for additional funding. Where the board will be unbiased. It will now be only a handful of times per year rather than held monthly. This is the largest direct change.

-clubds require five members, three general and two executives. In the past, everytime a club reaches 25 members, they receive an additional executive. Max of 7 execs. Last year there were only two clubs that had 7 execs. This rule is not necessarily required for our campus. You may now, have up to 4 exec, any club that has more than 15 members at the end of experience week can have an additional exec.

-any club that has one event or meeting before fall reading week (faculty members can be general members) can get another executive if they they recruited faculty. They will then receive an additional \$250 from Justin Fisher.

-If you can keep your 25 members you can still have 6 executives. Basically, clubs still have the potential to have additional executives, as three is not always enough

-club executives will still meet once a month, but the board members do not need to be there. No longer mandatory. Can assist eachother and provide ideas.

-Jaclyn reads approval of club policy

-move to approve: Chris Fernlund

-seconded: Nick Ashmore

-all in favour

C) New contract (Shawn)

-Clarifying Tiffany's contract. Revisions may be made for next month. Salary reflects job description.

-move to approve: Emily Read

-seconded: Shawn Murphy

-all in favour

D) New Job description (Shawn)

-move to discuss

-shawn reads aloud the updated job description for the operations coordinator (new job description for Tiffany)

-tiffany reports to shawn, but also to other execs

-administering financial payments

-acts as accounting coordinator

-health and dental benefits

-tuck shop

-designing clothing, ordering inventory

-overseeing summer café if applicable

-helps plan events

-agendas

-acts as secretary for the BOD

-acts as secondary signing authority (policy will be approved next meeting)

-act as advisor to future executives

-transfer of materials from current executive to future executives

-move to approve: Chris Fernlund

-seconded: Shawn Murphy

-all in favour

Jaclyn: move to adjourn

All in favour

MINUTES: August 24th, 2015

Board of Directors Meeting (Room 110)

PROCEDURAL ITEMS:

Call to Order: 6:19PM

Absent: Kayla Chappa, Tiffany Tuttle

Chair: Jaclyn Hruby

Approval of the Minutes: Minutes Approved

Call for New Business: N/A

Approval of the Agenda: Agenda Approved

Declaration of Conflict of Interest: No conflict declared

Discussions: Federal Campaign Strategy (Fernlund), Survey Results (Fernlund), Funding
Formula (Fernlund), Team Building (Fernlund), TDSA Week (Murphy),
Employment
Update (Murphy), Financial Update (Murphy), Athletics Update (Ashmore),
Upcoming
Dates (Ashmore)

Decisions:

1) Poster Policy - Approved

2) Elections Policy - Approved

3) De-ratification of TOTA - Approved

Meeting Adjourned: 9:02PM

Discussions:

Federal Campaign Strategy

Extend to all of Durham Region - Joe

Highlight who attended after a set period of time (public shaming) - Chris

Promote shuttles from Trent to UOIT for debate and poll stations - Shawn

Poll Aid - Chris Fernlund

Weekly issues - cumulate interests of Students - Joe

Joke photos may be too much. May undermine the seriousness of the political issues - Joe

See snapshot

Build up to the beginning of the campaign and intensify by the beginning of October. Poll Aid earlier on. Students talking about each party.

Survey Results

Time issues - Joe

Flow in discussion - Joe

Executives dominating discussion - more input from the board - Alyssa

Every board member can bring up a discussion - Shawn

More information should be provided - Executives should provide more information and insight on professionalism, advocacy, skills transfer - Joe

Email us, come in the office for more information - Shawn

Ask us questions, be more critical - Chris

What can we do to help out? - Joe

Students at the core of the university. Why are students not at the center? -

Alyssa

I am happy we are having this discussion now! - Joe

Less intimidated by the executives - Equality of positions - Remove the knowledge gap

Submit schedules - Joe

Have consistency for board meeting time/dates (e.g., every Thursday) - Laura

Funding Formula

Red booklet

What you can do as a board member is inform students that you can do whatever you like with whatever major you have - Joe

Transferable skills - Chris

Do we have power with lobbying for tenured? - Marilyn

Yes - Chris

Send out a brief regarding the FF to the board - Chris Fernlund

Team Building

We are doing it!

TDSA Week

TDSA event - focuses for our organization - health benefit representative - this is who we are - advocacy - Marketing who we are - directors and executives in

attendance

Students are confused about benefit information – Alyssa

We need to have a lot of information for students regarding the benefits - Alyssa

Employment Update - Shawn

Jackie = ED

Nicole = Intramurals Coordinator

Financial Update - Shawn

Budget is online - check out the actuals

Credit Card

Budgeted \$0 for sponsorships - Riley's is dodging about the \$1000 they promised

Athletics Update - Nick

We have a pass coming

Monday/Wednesday Intramurals

Dodgeball is happening!

Water balloon war?

Cross-promotion with internal staff

Upcoming Dates - Nick

Orientation/Concert

More links to videos of Hollerado - Emily

OUSA campus visit - Eons away

Approvals

Poster Policy Update

Poster board for external organizations - Joe

Move to approve - Nick, Second- Chris, All in favour

Elections Policy

Move to discuss - Shawn, Seconded, Nick, All in favour

Remove two credits - undemocratic – Shawn

70% debates in the past - Nick

60% is okay - Cumulative is very difficult to attend - Alyssa

Context for my argument - we are small school, we are looking after a large sum of money - 70% eliminates risk/error - This should maybe expectations - We

need to market to students that this is a serious role - Joe

We should loosen up the stance and convert this policy into expectations - Laura

Statistically, minorities have lower grades and this policy would be limiting such groups - Nick

A certain number of credits is an appropriate indicator of experience - Joe

We need to have strict requirements for the debate... Specifically, the questions -

Joe

Academics are an indicator of ability on some level - Joe

Scared - we want the best candidates - we aren't bad people - Real government,

EC would - Chris

Union analogy - Shawn

Transparency for expectations? Do we disclose academic information - Joe

MINUTES: September 28th 2015

Board of Directors Meeting (Room 114)

PROCEDURAL ITEMS:

Call to Order: 5:16pm

Approval of the Minutes: Chris first, Nick second, All in favour

Call for new business: Chris Ferlund: Committee appointments to add to discussion

Approval of the Agenda: Chris first, Nick second, All in favour

Declaration of Conflict of Interest: No conflict declared

Discussions OUSA Presentation (Madden, Escher, Rose, Irwin, Pierre, Ferlund) Planning a midterm advocacy update. One campus visit per year, New board member of history, Tara Watson, Board Structure (Ferlund, Nelan, Madden), Membership Fees (Murphy), Phase 2 TDSA Action Plan (Cassidy), Campaigns (Ferlund), Trent Talks (Ashmore), The Arthur (Ferlund), Orientation Debrief (Ashmore), General Discussion.

1. OUSA Presentation (Madden, Escher, Rose, Irwin, Pierre, Ferlund)

Planning a midterm advocacy update

2. Board Structure: (Ferlund, Nelan, madden)

Chris F: Has been witnessing and researching other board structures and seeing if it would apply here. Possibility or changing from the program specific structure. General board positions may be more advantageous.

Nick: Likes the idea, too many programs would mean too many board members. Program directors make it sound more academic

Shawn: Likes current board structure.

Laura: On board with maybe changing the structure. Downside would be, having too many people run for the board and they all happen to be in the same program

Chris Nelan: Every school has a different structure. Your strength of advocacy is based off the strength of the students who run for each position. Are we big enough yet to know that we can get a quality member to advocate for everyone?

Joe: What structure would be next in line and what would the flaws be? Likes the program structure, even though there is a conflict because some programs are so much smaller than others. Disproportionate representation based on population.

Chris N: Board structured by program keeps the executives in line. Could appoint additional board members based on the population of students in each major. (ex, one for media studies but 2 or 3 for psych or soc) but this would also make the board bigger.

Joe: We have the responsibility of engaging students

Laura: Not an issue that we need to work on this year.

Chris F: Agrees to maintain current board structure. Cons are that we are dependent of the administration's programs.

Joe: Election process may be worth exploring, analyze the pros and cons

Jaclyn: What are the requirements, for students to represents a program for the board (previous student was psych director, dropped the minor shortly after being appointed)

Nick: A big issue with minoring is that you don't have a minor until you graduate and maintain the required credits. It's an honor system that may or may not work out based on the student.

Shawn: move discussion to another meeting

3. Membership fees (Murphy)

We have not been keeping up with increasing membership fees with inflation rates, and we are now far behind based off what other SAs are charging. With our new operating budget, we have realized that it is pretty thin, no room for error. Even if we get more enrolment, just means that our expenses will increase as well. Most SAs are above \$36 per credit. TCSA is much higher than ours, Western is in the 40s, Brock is 36... if we increase to 33 (marginal increase, help cushion the budget) or 35 per credit, to bring us up to the norm. Events budget would be increased for small on campus events and stress busting, etc.

Joe: We want to advocate against the increase of tuition, yet we want to increase the contribution of students to the student associations, contradictory. This \$7 per credit increase is about \$35 increase per year for a student. There are things we can do internally to budget more carefully instead of increasing the student fees.

Laura: I don't see another option internationally to find the money anywhere else. With more students we need more money to house events for a larger population
Chris F: Echoing Shawn's point. So many costs on the operation level. In order for us to be operating effectively we need an overhead instead of penny-pinching. This proposal would require a referendum. Need to prepare financially for the future with budget recommendations.

Shawn: Want to avoid deficits. All office expenses are lowered down to the bare minimum, event budget lines have seen drastic cuts, travel budgets have been reduced, etc. no where else to cut money from.

Joe: Issue stems from not having a budget in the past. Past events budgets were larger than they should have been.

Nick: Likes 35 because it's still lower than other schools. Ultimately this is a referendum so the students do have the final say.

Chris N: Doesn't matter what the decision is at the board meeting, the issue is pushing the students to vote in the referendum and remaining unbiased about the fee increased. You could say, yes we are pushing to 35 but then it will be frozen over the next X amount of years. What are we going to fix with the money that we would be getting from this fee?

Joe: the freeze option is worth exploring. Last referendum was poorly executed and the information was not presented in a way to show the students which option was more beneficial. Take this discussion to another meeting, between the next meeting we could do additional research. We can't make the decision at the table without having the actuals with us. (Chris N)

4. Phase 2 TDSA action plan (Cassidy) phase two new building is happening, what do we want to do about it. Justin Fisher is looking for funding from the TDSA for the new building. We need to begin thinking independently about the contribution amount. The board may have to do a tour of other schools to view how they allocate student spaces.

5. Campaigns (Fernlund) Elections Canada is providing us with elections materials (phase 1) phase 2 is having elections coming on campus and phase 3 is focusing on education and relevance based on what they are offering. Local candidates are invited to our campus, no response yet. Polaid event.

6. Trent Talks (Ashmore) instead of TED we are thinking of trent talks.

Marilyn: Ted talks are respected and well known

Nick: want to change it from one day of ted to two or three shorter series and call them trent talks. More flexibility to find speakers with a variety of available dates.

Do not use Trent talks, as it sounds like a cheap know off of ted talks. We do need to strive to have students become a part of this event. Need volunteers.

7. The Arthur (Fernlund): wanted to establish a relationship with the campus newspaper, which is currently nonexistent. The editors of the Arthur share the same priority. English students now have an opportunity. The Arthur is willing to distribute their papers on campus on a bi weekly basis, which would allow students to be aware of what is happening in Peterborough and gives us an opportunity to submit articles to the paper so Peterborough also knows what Oshawa is doing. Need people to submit articles. Event?

8. Orientation debrief (Ashmore): overall survey results were good, few timing issues to be sorted out. Attendance issues as well.

General discussion:

Fernlund: University has requested a member of TDSA to contribute to a committee in

Peterborough. Sub committees. To e-mail the list.

Nick: will need some information for an upcoming survey

Joe: propose that executive updates be E-mailed

9. Financial Update (murphy) currently getting an audit. All of the records are with accountant.

10. New Board Members (fernlund) Tara Watson director of history. In the process of interviews to appoint the HR director and first year director.

11. Bylaws/operating policy (fernlund) currently being updated. Will be online votes before the AGM in October.

12. Athletics (Ashmore): Sent a huge athletics E-mail a while ago. If you have questions regarding the athletic changes (no Zumba) then E-mail nick. Proposed to have yoga nights randomly.

13. Clubs update (Ashmore): Currently have 13 clubs. No executives for ski and board clubs. Possible deratification. Students can apply for initiative funding for a random ski trip event.

14. Upcoming dates (Ashmore) October 19th federal election, October 20th AGM, October 22/23 grad photos, logo submissions due October 19th.

15. Program director updates (directors) Laura got a job, Joe enrolled in a course called producing punk, Chris F would like to open up discussion to students who are not board members, Marilyn started a new internship, Kayla trying to get Anthro club off the ground, Alyssa no updates, Tara no updates.

Decisions:

A) Endorsement of Trent's sexual violence policy (Fernlund) move to discuss. Shawn move to approve, second Laura, All in favour.

B) De-ratification of TOCO: (Ashmore) efforts were made to find someone to run the club, but they have fallen through. Joe makes the point of not forcing people into clubs since the money is tight, and it is keeping available funding from other clubs or events.

Shawn: move to de-ratify ...so that it becomes an initiative TOCO de-ratified

C) Repurposing of advocacy and campaigns standing committee to the TDSA Cares This is something to brand and help with early outreach for first years which would ensure future executives. Move to amend the toco motion, nick first, Chris n seconds. Repurposing the committee, approved to become TDSA Cares. Move to approve. All in favour

T, U, V executive updates to be emailed.

Move to adjourn.

Meeting adjourned at 7:36PM.

MINUTES: November 9th 2015

PROCEDURAL ITEMS:

Call to Order 5:08pm

Call for new business: Writer's Block (Ashmore), Remembrance Day (Ashmore).

Approval of the Minutes: Joe first, Kayla second, All in favour

Approval of the Agenda: Joe first, Nick second, All in favour

Declaration of Conflict of Interest: Joe makes declaration of conflict for Writer's Block.

New board members introduction:

Jessica: first year director

Chad: HR director

(Alyssa has resigned from Board of Director position)

Executive Updates:

Vice President of University Affairs – Chris Fernlund

–Bylaw updates, approved amendment at the AGM, attended the e-campus launch, met with executive directors for e-campus Ontario, wrote the broader learning environment policy paper for OUSA, attending waterloo meeting this weekend, Peterborough meeting, undergrad policy committee. The change of “option/focus” was approved. Regional council meeting regarding the u-pass fee increase. Queen's park for second meeting of the bill for HEQCCOO President – Shawn Murphy –Keeping in contact with UOIT SA for referendum. Session for integrated learning, possible ways to get students more involved. Edited the OUSA policy paper. Attending waterloo conference this weekend as well.

Vice President of Campus Life – Nick Ashmore

–Survey results, facebook is the best way to advertise to students (last year was posters), 49% of students would follow a TDSA snapchat. SCC meeting, potentially de-ratify the social work club due to in-activity. Assisted with open house. Stress busting events (colouring, ice cream bar) ,

stem cell registration day, dodgeball tournament. Currently working on november.

Discussions:

Membership fees: continuing the discussion from the last meeting. (Increasing membership fees because of inflation rates) decided to have a referendum.

Shawn proposes to increase up to \$35. (25% increase).

Joe proposes to do the 4.9% increases and then possibly increase it again the following year Nick – having a \$2000 increase 12

MINUTES: Tuesday December 22nd 2015

PROCEDURAL ITEMS:

Call to Order: 3:10pm

Call for New Business: N/A

Approval of the Minutes: Shawn first, Laura second, All in favour

Approval of the Agenda: Shawn first, Chad second, All in favour

Declaration of Conflict of Interest: No conflict declared

Executive Updates:

President – Shawn Murphy

GA, town and gown meeting. Set up for the new transit plans will be, including future housing and zoning agreements. Pushed city approval regarding Syrian refugees.

Meeting with president and vice president. (Leo)

Transit meeting & UOIT SA for the region, which ended up getting delayed until February 2016. Had meeting with Jennifer French to get support on Yvan Baker's bill.

Working on setting up an event on January 20th on describing the process on what's happening in Syria and what the community is doing.

Convocation issues were settled.

Vice President of University Affairs – Chris Fernlund:

Preparing for next year, by-laws, changing entire document and trying to make cut-downs. Job description proposals for next year.

Working on TDSA long-term strategic plan. Membership fee proposal packages (sent out via E-mail), election packages. Marketing thing with Marilyn.

OUSA's financial policy. Attended Lobby Con with Jessica Guarini. Senate, steering meeting, branding advisory meeting, organizing financial statements.

Vice President of Campus Life – Nick Ashmore

Lip sync and stress busting event.

Currently dealing with crisis. Will send more updates via E-mail.

Discussions:

Fee increase proposal (Murphy):

Shawn: expresses concern in comparing flat rates per credit methods.

Chris: most schools are flat and not per credit.

Laura: do one for three credits and one for 5.

Strategic planning (Murphy):

Chris: offers to move to January, Jessica agrees

New job description for the chair (Fernlund): Four month plan (Executives):

Shawn: January event, charing a committee to get organizations to partner with the student association, elections and second AGM.

Chris: setting everything up internally, by-laws, election process, policies, etc. OUSA stuff.

Nick: (Points at board) club event thing, career gala, semi formal, lip sync part two.

January board meeting: Chris: please send class schedules.

General Discussion:

Jessica asks Shawn , about having convocation at the GM centre.

Shawn explains that Ajax is a bit cheaper. Possible to book for five years at a time, to get additional discounts, etc. After that we are projected to have a new building by then.

Financial update (Murphy): Shawn: tuck shop sales going better than projected. Students have been using the tuckshop services less. We've been below our estimated budgets (ex, printing costs, etc).

We are taking on some graphic design costs, however those budgets can be lowered in years to come

Athletics updates (Ashmore): Nick: not much to report because it ended earlier on in the month. Slight dip in attendance due to exams and assignments.

Clubs updates (Ashmore): Nick: going to send E-mails to see if any clubs require one on one meetings. Need their participation with career gala. Best practice sharing event for clubs. Clubs overall are doing well.

External updates: Chris: board members would like to know more about what Chris is up to outside of TDSA. Jac: program director updates? Chad: \$300 given for HR.

Shawn: got pamphlets in the mail for the Ontario ombudsman.

Jessica: went to lobby con with Chris. Received great feedback from first years regarding the stress busting events.

Jac: Move to adjourn

MINUTES: January 25th 2016

PROCEDURAL ITEMS:

Call to Order: 5:12

Call for New Business: Nick – fund request from TWSG, Shawn – entrepreneurial discussion piece

Approval of the Minutes: Chris first, Marilyn second, All in favour

Approval of the Agenda: Chris first, Nick second, All in favour

Declaration of Conflict of Interest: N/A

Executive Updates:

President – Shawn Murphy

Meetings, Garfield Dunlop with TCSA and the grad SA & Leo

Meeting with NDP

Grad photos

Meeting with C&C rep, Drew

Vice President of University Affairs – Chris Ferlund

Tuition freeze campaign with OUSA

Elections package, elections committee and election process

Attended 2016 summit of talent and skills with Kathleen Wynne.

MTCU student autonomy bill

Three point plan committee meeting.

Research panel to require funding for immobility at Trent

OUSA paper for think tank

Steering committee meeting

Toronto star, funding formula.

Went to Russia

Please fill out doodle for feb meeting

Vice President of Campus Life – Nick Ashmore

January orientation, assisted Chris Nelan

Met with Corrin, Bell Let's Talk

Career Gala meeting
Community advisory council meeting, Trent is looking to expand community outreach
Syria refugee panel
Assisting clubs
Athletics focus groups (asking what students want)
Chris & Nick are co-chairing the elections committee
Going to be getting started on semi
Working on athletics tournaments with Jessica
Teaching award sub committee

Membership Fee Referendum discussion (Murphy): (Joe not present to discuss)

If we go above 29.40 it would require a referendum. Some board members are not interested in having a referendum. 5% increase would give next year's team an additional 8 thousand dollars...not taking into account new students. Chris Nelan explains his documents, showing the stats of number of students, taking what number of credits, etc.

First column, shows the cost at \$28 (current) and the next column shows the 4.9% increase, final year amount should be 168 K. Cost of living increase is allowed to be approved without a referendum. We can't really justify large increases, without knowing how our year will pan out.

Need to present what we will be spending the money on and why we require the increase.

Our levies and ancillary fees are still going to be very low in comparison to other schools in the province. Chris N: recommendation is to increase 4.9% and wait for the year-end report, allow next year's exec team to decide.

Chris F: proposed motion to increase, Tara seconds, All in favour

Chair Job Description (Fernelund): Proposing a new job for chair/person to schedule board meetings, etc. Possible honorarium of \$1000 (which could be determined by next year's executive team/board based on new budget) Job description would be: representing vision of organization, make sure there is full participation at meetings, etc. *insert remaining job description details* prepare and organize agendas, motions, keeper of information, would also be part of executive. Position is based off a similar position at Laurier. Would be an elected position with the monetary incentive. (next year would just be appointed by executives)

Marilyn: like the added responsibilities. Honorarium is probably not necessary.

Nick: Marilyn brought up some of his comments. Propose a full job description review at the next meeting, once the election is over.

Marilyn: can you bring old job requirements for chair.

Chris: nonexistent.

Marilyn: disappointed.

Chris N: refrain from making too many decisions that will affect the new executive team until election is over. New chair person should be reporting to the board just like the executives. Board can report to students at large. Point of contact for all decisions made.

Jessica: shouldn't necessarily require honorarium. Could gage someone's excitement and dedication from an interview and will be able to commit based off contemplating being in a paid exec position in following years

Decisions:

TWSG (Nick): Nick: proposal from TWSG for additional funding for the vagina monologues event. They're asking for \$450.

Tara: where do the funds go from the ticket sales?

Nick: All tickets are fundraising for the Denise house.

Chris first, Jessica second, All in favour.

Additional: Shawn: had a meeting with EQ training. Sessions for tutorials for students, public speaking skills, negotiation skills, metrics on yourself as an employee. Would assist students in getting into the work force. First three Saturdays in March you can register for the workshops.

Financial Update: N/A

Athletics Update (Ashmore): Intramurals going well. Bit less than the fall. Hoping that the tournaments will increase participation.

Chris Nelan: figure out how much we have leftover from athletics budget to purchase fun things at the end of the year to use for next year.

Clubs Update (Ashmore): social work club is MIA. TDSA Cares is launching the first week of March.

Elections Update (Fernlund):

Elections packages are due February 1 at 5pm

Campaigning starts the following day at 9 am. (Feb 2)

Campaigning ends February 9th

Voting starts 10th-12

Director Updates:

Jessica: great update from first years

Laura: leadership retreat is this coming weekend.

Morgan: sitting at 18 students in the second year portion. Working through the process of applying into 3rd year.

Emily – upcoming sociology club event.

Tara – N/A

Chris F: February doodle is out.

Meeting adjourned

MINUTES: February 29th 2016

Call to Order: 9:08AM

Call for new business: Ancillary fees (Cassidy).

Approval of the minutes: Minutes Approved

Approval of the agenda: Agenda Approved

Declaration of conflict of interest: No conflict declared

Executive Updates:

President – Shawn Murphy

Election stuff

Board of governor's luncheon

Ancillary updates

Film screening next week on the 10th

Convocation meeting

Refugee panel this Friday March 3rd with key note speakers from 6-8:30pm.

Vice President of University Affairs – Chris Fernlund

Lobbying board of governors, for the university to purchase property behind us...tearing

down a house and building a pathway.

Elections, candidate information sessions

Meeting with Glenn Murray, ONCAT. Would like to add Trent Durham as a Toronto

school for transfer students.

Attending E-campus Ontario feedback session, facilitate online courses.

Senate meeting. Heather McMillan, director of Durham work force committee.

Create

paid and volunteer positions for students next year.

Steering committee meeting, policy paper for the next GA for OUSA. Budget lock up, Ontario government to increase a lot of grants. "free education".

CBC radio interviews, by-law updates.

Pre-review of job descriptions for incoming executives.

Vice President of Campus Life – Nick Ashmore

Sent update via email

Discussions:

D. Incoming board member training (Fernlund): Facilitate a board member training program.

What would you like future board members to know? Breakdown of faculty contracts, directors interested in getting involved with their program chairs, etc. Invitation to the last board meeting to sit as observers. (OUSA presentation)

E. New Business Club Approval (Ashmore): Marilyn: investment club as part of her fourth year course, to be separate from the business club. RBC virtual bank account to learn about stocks, investing, etc. Business club currently does not have a faculty supervisor, but investments club would. Tara brings up the point of the accounting club being declined last year, poses a potential conflict if students who hoped for the accounting club last year are still in school and see the development of the investment club. Move to an online vote.

F. Career Gala & Semi Formal – invitation to guests, tickets are \$5, April 5th. Semi is going to be more banquet style, with buffet instead of catered dinner. \$15 tickets on sale this week. Going to have nominations for awards.

Athletics participation

Board members

Club executive

General student involvement

Total \$500 budget.

Voting period would probably end at the end of this week.

g. Transitional Conference Fee: (Fernlund): OUSA event. Incoming and outgoing presidents would attend and network. Executive positions for OUSA steering committees. (First week of May) Is requesting to attend the event, would not need hotel because the event is in Toronto.

Chris would be attending with Joe and Kayla. Marilyn suggests Shawn attend with Joe & Kayla since he has been VPUA and President. Shawn & Joe sees the value in Chris attending because he knows the current OUSA executives.

h. Election results & voter engagement (Ashmore): Highest voter turnout that we've ever had.

(320 in comparison to last year's 222) Students commentary regarding not knowing candidates, not knowing about the election, etc. Should mention it in the fall AGM, announcing everything.

Additional posters prior to the election.

I: **Health benefits** (Cassidy): Had meeting with C&C rep a couple weeks ago, laying out the details of the cost of insurance, to improve the services, etc. Then reached out to ACL to get the contract, upon meeting, ACL explained that there would need to be fee increases because the insurance company is losing about 10%...he offered to stay within a 5% increase so there wouldn't be a referendum. ACL also said that if they only had a 5% increase, there would have to be a decrease in what students receive in their benefits packages, or to change the opt-out policy and make it a mandatory fee to make up for ACL's lost funds.

Shawn & Joe have plans to meet C&C again this week to help improve the quality of the benefits by creating a plan now. There would be an increase in fees, but the quality of service would be better, less confusion for students who are opting out, etc.

J. **AGM** (Fern/Murphy) Going to be further discussed at the next board meeting. Wednesday march 30th from 12-2 for the next board meeting. AGM probably march 22nd around 5pm?

K. **Next board meeting** (Fern) skipped ^

L. **General discussion**: Ancillary fees. (Joe) We see holes in the budget, to try to address those issues...unfair to ask for more money from students when there isn't being enough effort put in to find funds from external services. Another meeting with Justin before the next board meeting.

University wants to create more positions, and we did not approve of them so the decisions have been postponed.

Updates:

Financial Update (Murphy): Just updated actuals, probably going to be running a surplus for the end of the year. Finance meeting is Wednesday at 3.

Athletics Update (Ashmore): Jessica left so that was messy, new employee has been doing well.

Clubs Update (Ashmore): Good, but going to be reaching out to more inactive clubs to get them to do an event before the end of the term.

Policy Update (Fernlund): priority for the next two months will be training new members and finalizing all bylaws, etc.

Upcoming Dates (Ashmore): In the E-mail. Shawn: tomorrow is the RBC black history event.

Also grad photos March 2-4, free for board members for the composite. Thursday is the refugee panel and the 10th is the film festival. Friday the 11th, UOIT/DC SA has invited us out to another screening for "this changes everything"?

Program director updates: Joe going to be having a meeting with Amber for additional courses, Laura is going to be putting in an initiative fund request for a nerf gun battle for a stress-busting event.

MINUTES: March 30th 2016

Call for New Business: N/A

Approval of the Minutes: Minutes approved

Approval of the Agenda: Agenda approved

Declaration of Conflict of Interest: No conflict declared

Executive Updates:

President – Shawn Murphy

Got a seat on the transit advisory committee

AGM w/ Chris

Referendum w/ Joe

Refugee Panel – not great turnout but good event

C.L.I.F.F. – Canadian Labour International Film Festival

Open House

Ancillary fees committee

Vice President of University Affairs – Chris Fernlund

Senate meeting

Fees committee meeting

AGM & editing the bylaws

Standing committee @ Toronto, general meeting @ Brock

DRT w/ Justin

Training Kayla

Annual OUSA event next week w/ Joe & Kayla

Vice President of Campus Life – Nick Ashmore

Semi-Formal

Featured in City of Oshawa Youtube Video

Open House (helped at Clubs booth)

Helped setting up clubs

o Trent Ethnic Voices

Sociology Tenure events

Career Gala

Discussions

d. Referendum – Joe

209 votes, 80% for, 18% against, 1% abstain, 1% standard deviation

e. Mental Health Initiative Club – Nick

Trent Durham Student Wellness Association (same acronym as Social Work Association)

- o Initially set up as counselling club (not allowed) and now moved to support services

- o Focused around support activities and stress relievers

- o Has Corinne's support

- o Deferred to online discussion and vote

f. Next Board Meeting – Chris

Organized through doodle b/c we're inviting incoming board members

g. General Discussion – Corporation Members

PTBO just passed a \$2 Ancillary fee for helping the homeless

- o Look into whether Oshawa has an initiative to contribute into

- o Incorporate into Trent Cares?

Sociology Tenure Track

- o Thursday, Friday and Tuesday @ 10

8. Updates

h. Financial Update – Shawn - Email

i. Athletics Update – Nick - Email

j. Clubs Update – Nick - Email

k. Policy Update – Chris - Email

l. Upcoming Dates – Nick

Lip sync Battle tonight

Thursday 3:30 teaching awards dinner in PTBO

Friday Board of Governors Lunch @ 11:45

- o Talk & question periods

- o Students are seated w/ governors

- o Lunch is before meeting & discussions are brought to their next meeting
Career Gala

- o April 5th, business casual, food incl. event to talk to alumni from Trent

m. Program Director Updates – Program Directors